



Herndon High School PTSA
700 Bennett Street Herndon, Virginia 20170 703.810.2200

TEACHER MINI-GRANT INFORMATION & GUIDELINES

The Herndon HS PTSA Teacher Mini-grant is a small monetary award for special projects that will enhance and support teaching in the classroom.

- Some examples include guest speakers, supplemental materials, additional supplies, books, book club materials, and equipment. Any equipment must meet FCPS guidelines.
- Factors used in considering applications include the number of students who will be served, academic merit, and the applicant's previous mini-grant awards.
- Grants cannot be awarded for substitute teachers, student transportation, or personal conference expenses.
- These grants are available to classroom teachers. They are not for clubs or booster organizations.
- Teachers must be HHS PTSA members this school year to apply for a grant.
- The maximum grant is \$250.
- Dates
 - o Applications due December 9, 2019 by noon to the PTSA mailbox in the main office or at herndonhsptsa@gmail.com
 - o Awards notification by Dec. 16, 2019
 - o Additional awards may be made if funds are available
 - o All receipts must be submitted no later than June 1, 2020
- The Principal will review all applications at once after the grants are submitted to the PTSA. The applicant does not need to get the Principal's approval in advance.
- If you are selected for a mini grant you will receive a payment form with details about requesting funds.
- Recipients must submit receipts for the full amount of the award. It is suggested that this be submitted at the time of the purchase or event, but must occur no later than June 1, 2020.



Herndon High School PTSA
700 Bennett Street Herndon, Virginia 20170 703.810.2200

TEACHER MINI-GRANT APPLICATION

Name _____

Subject(s) taught _____ Grade(s) _____

Email: _____

Amount requested, maximum of \$250 _____

Approximate number of students that will benefit _____

Briefly describe your proposal, including educational enrichment and impact. _____

Please detail cost of proposal _____

Additional comments _____

Principal's approval _____

Teachers must be HHS PTSA members to apply for a grant. I am a HHS PTSA member for 2019-20: (please initial here) _____

Applications due December 9, 2019 Awards notification by December 16, 2019